



## Town of Southampton

116 Hampton Road  
Southampton, NY 11968

DEPARTMENT OF LAND MANAGEMENT  
BUILDING AND ZONING DIVISION

JEFFERSON V. MURPHREE, AICP  
TOWN PLANNING AND DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

Telephone 631 287-5700  
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### APPLICATION FOR SIGN PERMIT

## INSTRUCTIONS

***\* A SEPARATE APPLICATION IS REQUIRED FOR EACH INDIVIDUAL SIGN \****

The Town of Southampton Sign Ordinance was revised in October of 2004 and is now located in Article XXII, Paragraphs 330-200 through 330-210 of the Town Code. **Free access to the Town Code and application forms can be found at: [www.southamptontownny.gov](http://www.southamptontownny.gov):** click "Online Code and Services", "Town Code". For downloading the application, click "Applications and Forms", then "Building and Zoning Division", and finally, "Application for a Sign Permit".

This application must be fully completed legibly in ink, and all of its requirements complied with. **The completed application (original plus one duplicate) along with the requirements listed below (in duplicate) are to be submitted to the Building Department with the required fee (checks are made out to "Town of Southampton).** Incomplete applications may be returned.

**RENEWALS: submit a single (1) completed application (form only) with fee.**

The application will be reviewed by the Building Inspector for completeness and zoning compliance. He will then refer it to Architectural Review Board if the Building has a Certificate of Occupancy or the Planning Department if it doesn't. See 330-208A(2). An **administrative permit** review can be performed by the Building and Zoning Inspector if requested, providing the sign meets the criteria given in 330-208B (attached).

**See list of items next page**

- ❑ Submit copies of any approvals granted by the Board of Zoning and Appeals, and/or Planning Board, if applicable to this application.
- ❑ Submit (2) Surveys or site plans showing exact location of building and location of existing and proposed freestanding signs, wall signs and other regulated signs.
- ❑ If sign is to be mounted on a building or in window, provide (2) accurately scaled drawings (use of photographs to supplement the design drawing is recommended) of the building elevation showing the exact location of the proposed sign and any existing signs.
- ❑ Provide TWO (2) accurately scaled, COLOR drawings for each new or additional sign board and sign structure showing overall dimensions, materials, embellishments, graphics, height from the ground to base and top, lettering size, font type, and dimensioned placement of any and all design elements. Include color and location of any required equipment, lighting, and conduit wiring. Include one (1) set of COLOR CHIPS of all sign colors. Include the pantone reference no. (or its equivalent) for each color used.
- ❑ The Town of Southampton is located in a 120 mph wind zone. Provide construction and fastening details for all signs. Construction and materials shall be designed to meet the minimum requirements of Section 1609 of the Building Code of the State of New York. Certification by a NYS licensed design professional may be required. See 330-210D.
- ❑ If sign is to be illuminated, provide internal or external lighting details, including wattage, fixture type and color, spacing, shielding, color and location of related wiring and equipment, and any other information to show compliance with S.330-207 of the Town Code. (Two sets).
- ❑ Submit NYS Workers Compensation Insurance certificate from Contractor responsible for work using one of the following approved forms: C105.2, C105.21, U26.3, SI-12, or WCB approved waiver form for those who qualify, CE-200. **ACORD certificates are not acceptable.**
- ❑ Enclose Fee - \$5.00 per sq. foot. \$50.00 minimum. **Double fees if sign exists illegally.**
- ❑ **NEW ITEM!** If an existing sign with an associated certificate of compliance is to be, or was removed without a sign demolition permit, you will need to file a separate building permit to nullify the former certificate, and prior to the issuance of a certificate of compliance for the new sign. You will ask for and submit an "SDEM" (sign demo) permit. There is no fee.

The Architectural Review Board meets the first and third Tuesday of each month. Since applications may take several weeks to process the Architectural Review Board recommends that applications be submitted with all necessary information a month before the sign is needed. The Board reserves the right to request additional information not specifically required by this application as may be necessary so as to conduct an informed review of the application.

After the review and approval process the Building Inspector will issue a Sign Permit that is good for a period of one (1) year. Signs are **not** to be installed until after a permit is issued. The permit number is to be permanently displayed on the lower right hand corner of each sign per 330-208A(1) and shall be ¾" in height and so as to be complimentary to the overall design scheme.

You must call this Department for all required inspections at: **(631) 702-1840**. Illuminated signs also require an electrical permit. Call (631) 702-1830 for a final electrical inspection. The Building Inspector will then issue a Certificate of Compliance upon a satisfactory inspection and review of any required documentation and Certificates. Be advised that it is a code violation, S330-208A, to allow a sign to exist for more than 30 days after erection without first having a **Certificate of Compliance** on file. Failure to obtain a Certificate of Compliance may result in court action against any of the parties listed in S330-186 of the Town Code.



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From: *Michael E. Charrier, Chairman, ARB*

Due to the difficulty, we have been having in reviewing the sign applications I want to implement the following policy & procedures in reviewing sign applications. This is in addition to the requirements listed in the existing zoning code section §330-208-A(1)

1. Other than preliminary applications, all sign applications must adhere to the current sign code. In such cases where exceptions are allowed, the application will have a copy of the Zoning Board of Appeals decision, and a note from the sign reviewer outlining such exceptions.
2. All colors will have a PMS color and reference numbers or equivalent, and it will be clearly indicated as such.
3. The Building Inspector charged with sign administration and enforcement will be copied on all ARB minutes and correspondence to applicants related to signage.
4. All sign designs must indicate, but not be limited to, the following:
  - (a) The type and location of fonts and other graphics
  - (b) Any design element
  - (c) The precise measurement of all lettering, to include measurements between lettering.
  - (d) Measurements of designs and the measurements between the design and the border of the sign.
  - (f) Physical samples of materials with colors applied as deemed necessary by the sign reviewer and/or the ARB
  - (g) The sign depicted upon the building, structure or lot, including scaled relationships.
  - (h) A valid survey supplemented with an accurate site plan with the sign location clearly marked and to include topographical data where freestanding signs may be affected due to changes in grade, and any other information that may assist the Board during design review. Locations of relevant structures on adjacent parcels shall be noted.
  - (i) Sign illumination details, color, type, luminosity, wattage, methods of concealment, etc.

(9f)

Unless an application is complete and containing, the above information I will not bring the application for a vote of the board.

*Michael E. Charrier, Chairman*

**Town of Southampton Sign Permit Application**  
**Contact and Basic Information**

leave this area blank for approval stamp

APPLICATION No. (To be issued by Town) #0

Tax ID for parcel: SCTM# 473689(900) - . - . - .

**Location** of subject property:

No.	Street	Hamlet	Zip Code
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**FEE:** Total Sq. Footage (from item #6 on p. 5) \_\_\_\_\_ X \$5/sf = \$\_\_\_\_\_ (\$50.00 min)  
(rounded to the nearest whole sq. ft.: ex. 19.49 = 19sf, and 19.50 = 20sf) \*Double fee for signs that exist illegally

**Zoning District:** \_\_\_\_\_

**Application Type:**

\_\_\_\_\_ Obtain Certificate of Compliance (F#) as required. per S330-202 for a sign legally erected prior to the "effective date" (11/10/2004) that is 100% conforming without modification.

\_\_\_\_\_ Alter old sign "SP#" / #"/"Z #" (amortized) to make it 100% conforming "F#".

\_\_\_\_\_ Alter an amortized sign with no increase in non-conformity (P#/A# CC) or to increase conformity (old code numbering refers to amortized sign exp. date "P#", A# & CC).

\_\_\_\_\_ Maintain Existing Sign with this new application (***Fee doubled for illegal signs***)

\_\_\_\_\_ New Application for a proposed sign

\_\_\_\_\_ **Renewal Permit #** \_\_\_\_\_

1. Who is correspondence to be mailed to?

\_\_\_\_\_Property Owner \_\_\_\_\_Business Owner

\_\_\_\_\_Sign Company \_\_\_\_\_ Auth. Agent (provide contact information on separate letterhead)

2. Property owner's name and Mailing Address: Phone # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Legal name of business entity and/or DBA (Provide copy of Suffolk County Business Certificate or Corporation documentation to which the sign will identify. The Corporation and Business Entity includes business and not for profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as other miscellaneous businesses. This includes corporate or other business entity assumed names filed pursuant to General Business Law, §130. Provide name of operating entity, address, and tel. no. below:

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If Business Owner is a corporation, or partnership, provide name, title, business address and phone number of two (2) officers or partners:

1. \_\_\_\_\_

2. \_\_\_\_\_

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4. State proposed use of Premises. It must comply with zoning regulations and /or match the use on the Certificate of Occupancy, Certificate of Compliance or Building Permit (Submit Copy).

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5. Name and Address of sign company or contractor who will be erecting the sign: Submit one copy of a NYS Workers Comp. Certificate or waiver (CE-200). (NOT an ACORD cert.)

Phone# \_\_\_\_\_ Name: \_\_\_\_\_

Address \_\_\_\_\_

**Sign Details** Attach to this appl. all required information for each sign (survey showing location & setbacks, scaled color drawing & color chips for the sign, drawings showing all dimensions, height, clearances, construction & fastening details, embellishments, lighting, photographs, Variance & other documentation, etc). Submit two (2) copies of this appl. and all relevant information and specifications for each sign you are applying for as per instructions.

**TYPE OF SIGN Please check one:**

\_\_\_\_ Free standing:

\_\_\_\_ single side \_\_\_\_ double sided \_\_\_\_ double pole \_\_\_\_ single pole \_\_\_\_ monument

\_\_\_\_ Wall

\_\_\_\_ Window (unless exempt)

\_\_\_\_ Roof/Parapet (only where permitted, or by zoning variance)

\_\_\_\_ Awning or Canopy (separate Building Permit may be required)

\_\_\_\_ Other (describe) \_\_\_\_\_

6. Dimensions and Area of subject sign:

Width \_\_\_\_\_ X Hgt. \_\_\_\_\_ Area of sign = \_\_\_\_\_ sq. ft.

(Freestanding types only) Height above natural grade = \_\_\_\_\_ ft.

7. Façade wall and window/glazed door signs (use additional sheets as needed):

**Width of storefront/ building wall** \_\_\_\_\_ ft. \_\_\_\_\_ in.

A. List all exist. wall signs on subject façade (if any) to include name, dimensions, and area:

Description (name or logo) \_\_\_\_\_

Width = \_\_\_\_\_ Hgt. \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

Description (name or logo) \_\_\_\_\_

Width = \_\_\_\_\_ Hgt. \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

B. List all existing and proposed illuminated window signs as follows (use additional sheets):

Description (name or logo) \_\_\_\_\_

Width = \_\_\_\_\_ Hgt. \_\_\_\_\_ Sign Area \_\_\_\_\_ sq. ft.

Window Area = \_\_\_\_\_ sq. ft.

C. List all existing and proposed non-illuminated window signs if more than 25% of window area (use additional sheets as required):

Description (name or logo) \_\_\_\_\_

Width \_\_\_\_\_ Hgt. \_\_\_\_\_ Sign Area: \_\_\_\_\_ sq. ft.

Window Area = \_\_\_\_\_ sq. ft.

8. Is this application for a permit to replace the face of an existing non-conforming sign of the exact same size and location with no change of business or use? See 330-202B

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes submit copy or list previous sign Certificate of Compliance or Certificate of Amortization \_\_\_\_\_ "SDEM" permit may be required.

9. Does the subject sign replace a legally existing sign? \_\_\_\_\_ No \_\_\_\_\_ Yes

Indicate permit and / or certificate numbers \_\_\_\_\_ "SDEM" permit req'd.

10. Are you applying for an administrative permit per 330-208? Sign must conform to listed provisions. \_\_\_\_\_ Yes \_\_\_\_\_ No (approved color chart attached or available upon request)

11. Does the subject sign include internal or external illumination? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe number of lights, type, color, placement, wattage and shielding type and color, and wiring and equipment color and location separately. Provide information on the drawings (See 330-207). Note that internally illuminated signs, including only neon in window signs where specifically permitted, are only allowed in (HB) Highway business zoning districts. If sign is to be a neon window sign, submit color details and intensity in lumens.

12. If the subject sign includes illumination, give name, and address of the electrician responsible for the electric work and/or permit application. An electrical certificate is required for any existing/proposed work not covered by any previous Cert. of Compliance.

\_\_\_\_\_  
\_\_\_\_\_

APPLICATION IS HEREBY MADE to the Building Division for issuance of a Sign Permit pursuant to the Southampton Town Zoning Ordinance, Chapter 330-200 through 330-220, and all amendments thereto. The Business Owner/Applicant and his/her authorized agent agrees to comply with all applicable laws, ordinances and regulations governing the erection of signs.

STATE OF NEW YORK,

COUNTY OF SUFFOLK

(PRINT NAME and title)\_\_\_\_\_

Please check one:

- ☐ Business owner only as applicant
- ☐ Property owner and business owner as applicant
- ☐ Agent retained as applicant

being duly sworn, deposes and states that he/she is the applicant above named.

That He/She is the business owner and occupant of the above mentioned business, or authorized agent of same, and that all statements contained in this application are true to the best of his/her knowledge and belief; and that he/she has read and fully familiarized himself/herself with the sign code and applicable provisions of the Code of the Town of Southampton, and will substantially comply with all requirements contained therein. ***If I am not the property owner, the property owner shall authorize my application.***

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Business Owner or applicant

\_\_\_\_\_  
Notary Signature and stamp

**Property owner, if not the applicant, must authorize this sign permit application:**

AN AGENT/TENANT/LESSEE MUST ALSO HAVE THE PROPERTY OWNER'S NOTARIZED SIGNATURE AUTHORIZEING THEM TO FILE THE APPLICATION.

I, \_\_\_\_\_, am the current property owner of the above referenced parcel and hereby authorize the above referenced business owner and applicant or agent thereof, to file this sign permit application.

\_\_\_\_\_(property owner's signature)

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
(notary signature & stamp)



IS your sign eligible to be issued as an “**administrative sign permit**” as per S330-208B of the Town Zoning Law?

The design shall comply with all zoning requirements and the following design criteria:

S330-208B. Administrative permits.

(1) To encourage appropriate and compatible signage throughout the Town of Southampton, any sign meeting the provisions set forth in § 330-207, the applicable zoning requirements, and all of the following design criteria, shall receive a permit from said Department within 15 days of its receipt of a complete application seeking such expedited relief:

(a) **Color:** maximum of three colors, one for background, a contrasting color for lettering, and a third color for borders, motifs, or letter shading to give the sign a three-dimensional look. Colors shall be muted and earth tone with a matte finish, as those terms are defined in Schedule A, Subsection (3), attached.

(b) **Message:** Content shall be limited to the name and type of business, street number or address, and telephone number.

(c) **Scale:** in scale with the building to which it relates and not covering any architectural details, such as arches, transom windows, moldings, columns, capitals, sills, cornices and the like.

(d) **Materials:** wood that is either hand carved, sandblasted, flat painted, or any combination thereof.

(e) **Illumination:** only external direct illumination from a shielded, low-intensity, white light source, not to exceed 60 watts per fixture. When two or more light fixtures are used to illuminate a sign, spacing between such fixtures shall not be less than four feet.















(2) Signs that are subject to Planning Board review pursuant to § 330-208A(2) are not eligible for administrative permits.

**IMPORTANT MESSAGE REGARDING HOUSE NUMBERS**

As of March 31, 1994, Chapter 286 of the Southampton Town Code will require that all Town residents display house numbers so that they are clearly visible from the street. The law requires that you use only the number assigned by the Town. Structures supporting commercial signs shall not be used to display numbers without ARB approval.



## COLOR REFERENCE GUIDE FOR ADMINISTRATIVE PERMITS

Color Group	Pantone Reference # [4 Color Process; Coated (PC)]	CMYK Screen Print Percentages			
RED					
	711 PC, 229 PC, 181 PC, 187 PC	0c 100m 80y 2k	0c 100m 15y 60k	0c 74m 100y 47k	0c 100m 79y 20k
	201 PC, 193 PC, 486 PC, 200 PC	0c 100m 63y 29k	0c 100m 66y 13k	0c 47m 41y 0k	0c 100m 63y 12k
	179 PC, 492 PC, 198 PC, 7419 PC	0c 79m 100y 0k	0c 70m 66y 30k	0c 78m 33y 0k	0c 60m 45y 18k
ORANGE					
	144 PC, 166 PC, 1485 PC, 1525 PC	0c 48m 100y 0k	0c 64m 100y 0k	0c 27m 54y 0k	0c 58m 100y 10k
	137 PC, 135 PC, 158 PC, 173 PC	0c 35m 90y 0k	0c 19m 60y 0k	0c 61m 97y 0k	0c 69m 100y 4k
YELLOW					
	100 PC, 1235 PC, 7403 PC, 122 PC	0c 0m 51y 0k	0c 29m 91y 0k	0c 10m 50y 0k	0c 17m 80y 0k
	1205 PC, 7405 PC, 7407 PC, 108 PC	0c 5m 31y 0k	0c 10m 99y 0k	0c 22m 85y 11k	0c 6m 95y 0k
GREEN					
	3995 PC, 3985 PC, 397 PC, 377 PC	0c 3m 100y 64k	0c 3m 100y 41k	10c 0m 100y 11k	45c 0m 100y 24k
	361 PC, 358 PC, 583 PC, 555 PC	69c 0m 100y 0k	27c 0m 38y 0k	23c 0m 100y 17k	75c 0m 60y 55k
BLUE					
	5473 PC, 541 PC, 284 PC, 2707 PC	82c 0m 28y 52k	100c 57m 0y 38k	55c 19m 0y 0k	17c 6m 0y 0k
	656 PC, 297 PC, 2727 PC, 551 PC	9c 3m 0y 0k	49c 1m 0y 0k	71c 42m 0y 0k	27c 3m 0y 13k
	536 PC, 5285 PC, 5275 PC, 5305 PC	31c 20m 5y 0k	31c 27m 0y 20k	60c 47m 0y 30k	14c 10m 0y 6k
VIOLET					
	530 PC, 525 PC, 5205 PC, 5135 PC	18c 31m 0y 0k	84c 100m 45y 5k	50c 58m 50y 0k	47c 64m 28y 0k
	512 PC, 514 PC, 5155 PC, 513 PC	50c 100m 15y 10k	15c 50m 0y 0k	17c 29m 8y 0k	44c 83m 0y 0k
BROWN		ALL SHADES			
BLACK					
GRAY		ALL SHADES			
WHITE					

Note: Applications with sign colors that meet the definition of 'earth tone' or 'muted' and/or match the above Pantone® color formulation guide shall be eligible for administrative review in accordance with the provisions of the Town Code.

<b>"Muted Color"</b>	A color (hue) that is saturated or diluted with white and/or gray to reduce the sharpness/intensity of that color.
<b>"Earth Tone Color"</b>	A color to which brown and/or gray has been added to saturate the sharpness of the color. Generally, earth tone colors include, but are not limited to: beige, tan, brown, gray, forest green, and burgundy.